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5 February 1948

OGC Has Reviewed

S. O. DIRECTIVE NO. 21 (Revised)

LIAISON POLICY AND PROCEDURES FOR THE
OFFICE OF SPECIAL OPERATIONS

Reference: S. O. Directive No. 18, dated 1 July 1947.

I. PURPOSE

1. This directive outlines policies and establishes procedures for the control and maintenance of liaison with other offices of CIA, governmental units and agencies, corporations, institutions, and individuals. These policies and procedures are based on the OSO organization and policies set forth in Reference above.
2. The following issuances are hereby rescinded and should be destroyed:
 - a. S.O. Circular No. 47, Coordination and Control of Liaison dated 10 July 1947.
 - b. S.O. Directive No. 21, Liaison Policy and Procedures for the Office of Special Operations, dated 15 September 1947.

II. DEFINITIONS

1. For the purpose of this Directive, the following terms are defined below:
 - a. "Liaison" means any overt contact, dealing, discussion or coordination with any person outside of OSO with regard to SO policy, intelligence or administrative detail.
 - b. "Operational Contact" means any clandestine contact with private organizations, institutions or individuals for such operational purposes as:

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- (1) Recruiting, training or briefing of agents or potential agents.
- (2) Investigating or establishing cover arrangements.
- (3) Providing or arranging for operational services such as employment of an agent, letters of introduction and letter drops, gathering, or establishing sources for gathering, of operational data on individuals or organizations to be used operationally.

III. SCOPE AND EXCEPTIONS

1. The policies and procedures outlined herein refer to intelligence, policy, and administrative matters of CSO-CIA within continental United States, and nothing contained hereinafter shall be construed to restrict or control operations abroad.
2. The provisions of this Directive do not apply to the interviewing of applicants for employment.
3. SSB investigators are not required to comply with the provisions of this Directive in conducting security investigations of personnel or applicants as long as they do not reveal their affiliation with CIA.
4. Special liaison arrangements have been concluded with the Atomic Energy Commission and with the Joint Research and Development Board which channelize liaison through OTB via the Chief of the Nuclear Energy Group and the Chief of the Scientific Branch.
5. Liaison with the White House staff and Congress will be conducted only through the Assistant Director.
6. The collection and dissemination of written intelligence shall

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7. This Directive does not apply to routine liaison pertaining to OSS or SSU handled by the Executive Secretary.
8. Operational contact (as defined in II.-1.b.) shall be supervised, coordinated, controlled and recorded by COPS or CAS as appropriate. Although COPS and CAS are not required to submit detailed reports on operational contacts to BLC, they shall keep that office generally informed of developments and call upon it for advice or assistance when necessary or advisable.

IV. LIAISON POLICY

1. For security reasons, all liaison with individuals or agencies outside of OSO shall be limited to that which is necessary in carrying out the OSO/CIA mission. When two or more members of OSO maintain liaison with the same outside party, such liaison will be coordinated to prevent duplication and insure maximum efficiency and security. When necessary to reveal affiliation with OSO, CIA, or connection with clandestine intelligence work, details about operations abroad or any aspect of semi-covert or covert activities will not be indicated.
2. All liaison shall be cleared in advance with BLC* except that whenever, in carrying out routine business, it is impractical to obtain advance clearance, such liaison shall be reported to BLC at the earliest opportunity.
3. Any special requests or unusual developments arising out of a liaison contact will be reported immediately to BLC*.
4. Liaison initiated by outside individuals or agencies shall be reported ~~immediately to BLC*~~. - - - - -

*OPS personnel follow special procedure outlined in paragraph VI.

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5. No official requests or commitments shall be made by representatives of OSO except with written authority of the Assistant Director. This shall not be interpreted to preclude normal working relationships after the project or policy has been approved by ADSO.
6. Authority to establish liaison does not grant authority to divulge information contrary to existing security regulations. This shall not be interpreted to prevent discussion of classified information held by the outside individual.
7. OSO personnel returning from foreign assignment shall not be debriefed by anyone outside OSO except with the specific authorization of ADSO. This shall not prevent a courtesy call to the appropriate area desk at the Department of State by [REDACTED]

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V. GENERAL LIAISON PROCEDURE

1. The revised and simplified Liaison Report Form 1771a (sample copy attached)* shall be used for the following purposes and in the following manner:
 - a. To register all existing liaison not previously reported.
 - b. To request permission to establish new liaison. Care should be taken to indicate whether this is a one time or continuing contact.

*Additional supplies can be obtained from BLC.

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- c. To report immediately any new liaison where it was impractical to obtain advance permission.
 - d. To report immediately any liaison initiated by a person outside of OSO.
2. When any OSO person is approached by an outside individual for the purpose of inquiry or discussion of intelligence, policy, or administrative matters, the following action shall be taken:
- a. If neither security nor policy is involved, an effort shall be made to satisfy the inquiry insofar as practicable. In case of doubt, follow the procedure of (2) below.
 - b. If security or policy is involved, or if doubt exists under (1) above, the name, title, and phone number of the caller shall be taken, and he shall be informed that the proper person in CIA will return his call. BLC shall be immediately informed and be responsible for further action.

VI. SPECIAL LIAISON PROCEDURE FOR OPS PERSONNEL

1. All liaison between OPS personnel and parties outside OSO shall be continuously supervised as follows:
- a. DOPC will supervise all liaison with the FBI; the Subversive Section of ID (WDGS), ONI (Navy), and FC (State); and all other liaison established for strictly CE purposes.
 - b. DOPP will supervise all liaison with other offices of CIA except for those which properly come under the responsibility of DOPC, as above, or ICS, as below) and all contacts made for operational purposes.

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- g. ICS will supervise all liaison in connection with requests for, dissemination of, comments and evaluations of, or related action concerning intelligence information except CE. Normally, contacts with ORE, OIR, political division of the State Department, War, Navy, and Treasury Departments, will fall under the supervision of ICS.
2. Foreign Branch Chiefs or their authorized representatives will be responsible for maintaining liaison with the corresponding Branch Chiefs of ORE. Personal contacts will be made in ORE, not OSO offices, and OSO representatives will avoid mention or commitment regarding matters of policy. ICS will be advised, and when possible a member of ICS will attend meetings with ORE.
3. In requesting or reporting liaison, OPS personnel shall submit Liaison Report Form 1771g which shall be forwarded to ELC after being approved (and initialed) by DOFC, DOPP, or ICS as directed in paragraph VI-1.

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VII. RESPONSIBILITY.

1. In implementing the liaison policies and procedures outlined in this Directive, BLC shall:
 - a. Maintain cognizance and provide clearance, advice, and assistance on liaison matters.
 - b. Keep OSO informed of developments in other agencies which affect the OSO sphere of activity.
 - c. Serve as an expeditor in relation to other agencies on matters that are not being handled in a routine manner.
 - d. Maintain a liaison registry where all liaison shall be cross-indexed according to agency, location and persons maintaining contacts.
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- g. Serve as an expeditor in relation to other agencies on matters that are not being handled in a routine manner.

- d. Maintain a liaison registry where all liaison shall be cross-indexed according to agency, location and persons maintaining contacts.

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- g. Advise and assist GOPS and CAS in the establishment of operational contacts as requested and maintain general cognizance of developments in this field.
- f. Maintain a continuing review of Forms 1771a to verify accuracy and recency of contacts reported. When necessary such review will include personal visits to individuals of OSO through ^{there} appropriate superiors to determine if ~~they~~ are any additions or changes to the existing list of contacts.
2. Chiefs of offices to whom this Directive is disseminated will insure that all personnel under their jurisdiction are made aware of the foregoing policies and procedures and comply therewith.

Attachment

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